

## **CLEARING THE IT FILE**

In our continuing collective efforts to clear the IT file, we want to remind you of the following items.

Batch Headers without Detail: Just a reminder if you have batch headers on your 530 screen, View Batch Headers; WITHOUT any detail you may delete these batch headers. This will assist clearing your 530 screens.

Batches in Edit Mode 0 or 1: Please review your 530 screens for batches in edit mode 0 or 1. In order for these transactions to clear off the IT file, they need to be approved and/or released. If the batches are from a closed effective month, you need to first change the effective date. Because batches in edit mode 0 and 1 have not yet been posted to the financial tables, you can change the effective date for these batches.

Batches in edit mode 3: Batches in edit mode 3 have some type of error. Please review these batches and take the appropriate corrective action. Then have them approved and/or released.

Because of the recent data and software fixes, batches which previously did not make it through batch processing, may now only need to be re-released. Please attempt to re-release outstanding batches. If you are unable to re-release the batch, or if the batch remains on the IT file the day after you re-release and you are unable to determine the reason, please contact the Help Desk. If you already have a help desk ticket member you do not need to contact the Help Desk again.

## **INTER-ACCOUNT BILLINGS WITH FUNDING ERRORS**

Individuals with user class 93, (Operating Transfer Entry) and user class 33, (NNIAW Replacement Process Entry) have been automatically given funds control override authority.

This update was completed to alleviate errors caused by cash control edits when funding does not exist.

You do NOT need to submit any R\*STARS security forms.

## **CENTRAL TRANSACTION CODE RELATED PROFILE CHANGES TRANSACTION CODE**

### **USER CLASS**

User Class No.	Screen	Title	Data Elements	Comment
54	D66	Project MAIN Data Correction	New	New
65	D66	OFM-TRSF PPRISM Deduction	Transaction Code	Changed 961 to 962

This section will be distributed each week identifying all changes to Transaction Codes, Comptroller GL Accounts, Comptroller Objects and User Classes made in the previous week.